

Little Traverse Bay Bands of Odawa Indians

7500 Odawa Circle Harbor Springs, MI 49740

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Job Posting

Job Title: PROJECT COORDINATOR
Department: Human Services
Reports To: Human Services Director
Status: Exempt
Salary Range: \$12.54 - \$16.96 per hr.
Level: 3
Terms: Grant funded position. Grant ends September 30, 2015
Open: November 27, 2012
Close: December 18, 2012

SUMMARY

The Project Coordinator will be responsible for day-to-day implementation of the CTAS grant project and will coordinate training and other program activities based upon the culture and traditions of the LTBB tribal community.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Develop a victim services program to address domestic violence issues.
- Develop strategic plan for responses to domestic violence issues.
- Develop specialized operating and implementation procedures.
- Schedule and coordinate advisory team meetings.
- Provide support and education to the project advisory committee.
 - Coordinate meetings.
 - Prepare agendas and notices.
 - Record advisory meeting minutes.
- Collect and track program data.
- Oversee day-to-day operation of this project.
- Prepare draft policies, procedures and standard forms.
- Organize training schedules with OVW-approved training and technical assistance providers.
- Participate in training events as practical.
- Maintain records and process all paperwork involving CTAS grant project.
- Manage grant reporting under the guidance of the Human Services Director.
- Consult with traditional individuals and elders to discuss common traditions to help the community heal.
- Consult with and educate the LTBB community about domestic violence issues.
- Work cooperatively with OVW in the development and implementation of this project.
- Collaborate with the Prosecutor's office to provide victim advocacy services.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following: contribute to building a positive team spirit; show respect and sensitivity for cultural differences; prioritize and plan work activities; plan for additional resources; set goals and objectives; demonstrate accuracy and thoroughness; apply feedback to improve performance; and develop innovative approaches and ideas.

EDUCATION AND EXPERIENCE

Bachelor's degree in social work, psychology or criminal justice field or other related field preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

General

- Excellent verbal and written communications skills
- General knowledge of area resources
- Knowledge in regards to domestic violence issues.
- Demonstrated report writing skills
- Ability to work as part of a team

Language

- Must possess the ability to write reports, business correspondence and procedural manuals.

Computer

- Must have proficiency with various software packages including Microsoft Office (Word, Excel, Access, Outlook, PowerPoint) and Print Shop.
- Must be able to complete internet research and maintain database files

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid driver's license, reliable transportation and have an insurable driving record.

COMMENTS

Individual must be able to pass a criminal background investigation.
Indian Preference will apply.